



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

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608/266-9398

Date: September 1, 2004  
To: Agencies submitting fingerprint cards to CIB  
Subject: Usage of FBI Criminal History

Dear Sir or Madam,

The FBI has asked us to contact our submitters to ensure that requirements are being followed in regard to the obtaining, usage, and dissemination of records produced via the submission of fingerprint cards through the FBI's Criminal Justice Information Services (CJIS). The FBI may audit agencies to ensure compliance with their laws, policies, and regulations. The FBI will select a sample of agencies to audit, and it is possible that you will be selected. Here are the policies that they expect to be followed:

1. Officials authorized to obtain FBI information must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. You should use the enclosed authorization form and you should keep this form on file with the results for as long as is necessary to keep the record.
2. Officials making the determination of suitability for licensing or employment shall provide the applicants the opportunity to complete, or challenge the accuracy of the information contained in the FBI identification record. These officials also must advise the applicants that procedures for obtaining a change, correction, or updating of an FBI record are set forth in 28 CFR 16.34. Officials making such determinations should not deny the license or employment based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the record, or has declined to do so. A statement incorporating these use-and-challenge requirements will be placed on all records disseminated under this program.
3. All criminal history records must be properly disposed of by shredding or electronically deleting when it is no longer necessary to retain the record. Code of Federal Regulation 28 50.12 details dissemination guidelines for criminal history information obtained for licensing or employment purposes. Records should not be disseminated to other agencies or employers but can be provided to the individuals for purposes of challenging the information in the record.

Questions regarding this correspondence should be directed to Kevin Sime at the Crime Information Bureau: email [simeka@doj.state.wi.us](mailto:simeka@doj.state.wi.us), telephone 608 266-9398.

Thank you,

Gerry Coleman  
Director, Crime Information Bureau  
Wisconsin Department of Justice

Enclosure